

**Department of Health and Human Services
Office of MaineCare Services**

**PLEASE READ AND DISTRIBUTE TO CLAIMS STAFF
IMPORTANT CLAIMS INFORMATION FOR
Section 97-Private Non-Medical Institution**

Please review the following suggestions to avoid common billing errors when completing the UB92 or UB04 Claim Form:

1. DATES OF SERVICE

All dates of service indicated on the claim must be within the Prior Authorization (PA) date range of the authorization.

2. PA NUMBER

The PA number must be included on the claim form in FL63B of the claim form. If you do not have a PA number for the service that has been authorized, please submit the PA Review to APS Healthcare via CareConnection. If you are unable to access CareConnection, the PA Review may be submitted by phone (1-866-521-0027) or fax (1-866-521-0184).

Note: Services listed in this Billing Advisory, delivered in **December 2007**, do not require a MECMS PA Number to be submitted with claims. Services listed in this Billing Advisory, delivered **January 1, 2008 and after** do require a MECMS PA Number to be submitted with claims.

3. REVENUE CODES

Enter the appropriate four-digit code in FL42. please refer to UB04 and UB92 billing instructions for appropriate 4 digit revenue code.

HCPCS CODES that require PA

Residential Child Care Facilities

RTS Child Care Facility Services must be billed with the appropriate modifier indicating the level of care provided. Use the below codes and modifiers in conjunction with revenue code 0940 in FL42

Code	Modifier	Description	Rate	Unit	Prior Authorization
H0019	HE	Mental Health Level I	\$336.49	Per diem	Yes
H0019	U3	Mental Health Level II	\$441.20	Per diem	Yes
H0019	U4	Mental Retardation-Level I	\$397.12	Per diem	Yes
H0019	U5	Mental Retardation-Level II	\$397.12	Per diem	Yes
RTS	U6	Infant Mental Health	\$696.43	Per diem	Yes
RTS	U7	Crisis Residential	\$542.94	Per diem	Yes
RTS	U8	Treatment Foster Care	\$105.75	Per diem	Yes

Community Residence for People with Mental Illness

RMI Rehabilitation Services

RMI2 Personal Care

Use revenue code 0940

****Please note:** RMI and RMI2 must be billed on separate claim forms.

Substance Abuse Treatment Facilities

RH4 Halfway House Services

RH5 Extended Care Shelters

RH6 Residential Rehabilitation

RH7 Extended Shelter

RH8 Adolescent Residential Rehabilitation

RH9 Personal Care, Substance Abuse

Use in conjunction with revenue code 0940 in FL42

4. CONTRACT AND PROVIDER NUMBER

Please make sure your agency has a contract with DHHS and a MaineCare Provider Number to provide Private Non-Medical Services, before billing for these services. The Department will not be able to issue a PA to provide services until the appropriate specialties are added to your MaineCare Provider Number. You will not be able to bill for these services without a PA number.

5. MEMBER ELIGIBILITY

The provider is responsible to verify member eligibility prior to providing the service. Since PA's are issued for future dates, if the member's eligibility for the authorized service ends during the PA period, the provider will not be reimbursed by MaineCare for services provided after the member's eligibility has ended.

6. BILLING QUESTIONS

All billing questions should be directed to the MaineCare Billing and Information Unit at 1-800-321-5557, Option 8. This Unit will assist providers with billing resolution. If it is determined that the issue needs a higher level of intervention, the caller will be referred to the appropriate Provider Relations Specialist.